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STATES GOVERNMENT

DATE: 10 March 1953

FROM :

25X1

SUBJECT: One-week course at

The clerical induction training program at [] is currently a one-week course for (1) those who have not met Agency typing and shorthand requirements and (2) those who are provisionally cleared. There is a second "post graduate" week for those who are not assigned at the end of the first week. The one-week course consists of the appropriate level of typing and shorthand, geography--an "awakener" to the importance of geography in this agency and to some of the concepts in the subject--, refresher courses in (1) punctuation and capitalization, (2) grammar, spelling, and (3) word usage, filing, and telephone techniques.

25X1

O/TR/DK:d.jw (10 March 1953)

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